

REQUEST FOR EXEMPTION FORM CIVIL SERVICE MERIT BOARD

Date Submitted	Preferred Starting Date	Department Name/Division	Org Code	Job Code	PCN
8/20/20	10/12/20	Police/Training Division	62361	2015	00002341
Job Classification		Scheduled Hours	Annual Pay Rate	Hourly Rate	
Administrative Manager II		40 per weeks	\$62,400.00	\$30.00	
This Is A:	Job Type	Pay Group	Pay Plan		
<input type="checkbox"/> Replacement <input type="checkbox"/> Increase in Force	<input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input checked="" type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Temporary Part-Time If Temp, until date _____ If PT, # hours/week _____	<input type="checkbox"/> ATH – Athletics <input type="checkbox"/> BWE – Event <input type="checkbox"/> BWF – Fire 56 hr. <input checked="" type="checkbox"/> BWG – General Gov't. <input type="checkbox"/> BWU – Police/Fire 40 hr.	<input type="checkbox"/> A – Fire <input checked="" type="checkbox"/> D – Gen. Govt. <input type="checkbox"/> E – Event <input type="checkbox"/> P – Police		

Provide a summary of the duties and responsibilities and/or an explanation of request.

A former, qualified KPD investigator, will be conducting background investigations for KPD for a period of three months. We only need the position filled during background investigations for police applicants to exceletrate the process as much as possible. This will relieve workload from full time Internal Affairs investigators that have other responsibilities.

Is position currently vacant? ☐ Yes ☐ No*

*If not, name of employee currently in position and job classification.

Will this position be repeated on a consistent basis during future years? ☒ Yes* ☐ No

*If yes, explain duration.

He will be needed for each subsequent recruit class for the foreseeable future.

Are there other current positions with the same or similar duties & responsibilities? ☐ Yes* ☐ No

*If yes, are those positions exempt (E) or classified (C)? ☐ Exempt ☐ Classified

To your knowledge, have the duties or responsibilities of the position been performed in the past? ☐ Yes* ☐ No

If yes, was the employee exempt from Civil Service? ☐ Yes ☐ No

Please list names of employees who have performed responsibilities in the past or who are performing similar duties and responsibilities.

Cell M. Thomas
Director/Department Head's Signature

Aug 21, 2020
Date

****For Finance Use Only****

Grant funding for 12 months has been verified for this position. ☐ Yes ☐ No*

If no, please list the amount of time funding is available. _____

N/A

Finance Director Signature

_____ Date

****For CS Use Only****

Comments: _____

Civil Service Director

Date